



CITY OF SAN ANTONIO  
**DEVELOPMENT SERVICES DEPARTMENT**  
P.O. BOX 839966 | SAN ANTONIO TEXAS 78283-3966



TO: Development Services Customers

SUBJECT: **INFORMATION BULLETIN 167**  
2015 IECC Residential Inspection Forms\*

DATE: July 15, 2015

CREATED BY: Field Services Division

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**Purpose:**

As a customer service initiative, the Development Services Department (DSD) created this **replacement** bulletin to Information Bulletin (IB) 167; re-written to the requirements of the 2015 International Energy Conservation Code (IECC).

**\*(PLEASE NOTE THAT THE 2009 3<sup>rd</sup> PARTY RESIDENTIAL TESTING/INSPECTION FORM IS INCLUDED WITH THIS INFORMATION BULLETIN FOR PROJECTS THAT MUST BE SUBMITTED UNDER THE 2009 ENERGY CODES.)**

**Scope:**

The 2015 IECC, Residential Chapters apply to any residential dwelling designed under the International Residential Code. This includes single family and duplex dwelling units, townhomes, as well as the residential portions of live work. The residential portion of any mixed use building, three stories and less, that contains an R-2, R-3 or R-4, will utilize the residential portion of the 2015 IECC, and apply to the entire building if an Occupancy Group R-2, R-3 and R-4 buildings three stories or less in height above grade plane.

DSD, under Chapter 10 of the City ordinances requires third party inspections for building thermal envelope leakage compliance. The City of San Antonio Sustainable Building Ordinance and the amendments to the 2015 IECC require that the 3<sup>rd</sup> party testing and certification be performed and submitted by an independent certified RESNET energy rater, Texas Licensed Architect/Engineer, or approved alternate.

Each of the three compliance paths require that certain mandatory provisions of the 2015 IECC be met and documents submitted to the building official indicating compliance at the design stage and then during and after construction inspections and tests performed to ensure the design as proposed is built and functions as intended. Each of the mandatory sections has information pertaining to installation as well as unique reporting requirements based on the method of compliance. The 3<sup>rd</sup> party inspection form and compliance letters attached to this Information Bulletin are presented as a standardized way for third party inspection persons/companies as well as installers of certain systems to report the results of their inspections and installations prior to a Certificate of Occupancy being issued for a home or a building that contains dwelling unit(s).

The 3<sup>rd</sup> Party Residential Testing/Inspection Form is submitted by the 3<sup>rd</sup> party inspector/company. The Energy Compliance letters may be submitted by the same 3<sup>rd</sup> party inspector/company on the same form, or submitted by the Home Builder or individual system installers through submission of individual Energy Compliance Letters (description attached). Energy Compliance Letters each contain certain information to submit to the City (as indicated on the attached letter format).

Depending on the IECC compliance path chosen during design and as submitted to the City of San Antonio, various inspections will be added to the building permit and thus appropriate form/letters submitted to clear those inspections.

**Compliance Path Options A, B or C and Respective Inspection Requirements:**

A. Prescriptive – Sections R401 through R404:

- Building Envelope Air Leakage Test
- HVAC Duct Leakage Test
- Insulation materials, R-Value, and Continuous Air Barrier as installed - Letter
- Fenestration U-Factors, Solar Heat Gain Coefficients as installed - Letter
- Mechanical System - Letter
- Plumbing System - Letter

Submit the 3<sup>rd</sup> Party Residential Testing/Inspection Form and/or Energy Compliance Letters under the Prescriptive Path

B. Performance Path – Sections R405, (and Mandatory R401.3, R402.4, R402.5, R403.1, R403.3.2, R403.3.3, R403.3.4, R403.3.5, R403.4, R403.5.1, R403.6, R403.7, R404)

- Performance Path Compliance Report (includes items in R405.4.2.2)
- Building Envelope Air Leakage Test
- HVAC Duct Leakage Test
- Mechanical System

Submit the 3<sup>rd</sup> Party Residential Testing/Inspection Form and/or Mechanical Energy Compliance Letter under the Performance Path

C. Energy Rating Index Compliance Alternative – Section R405, (and Mandatory R401.3, R403.5.3)

- ERI Report – As Built submitted from a 3<sup>rd</sup> Party Energy Rating Company

The 3<sup>rd</sup> Party Residential Testing/Inspection Form and Energy Compliance Letters are NOT required under the Energy Rating Compliance Alternative

The inspections listed above based on compliance path will be added to the building permit during plan review and will require clearing prior to issuing a Certificate of Occupancy.

Submittal of the Approved 3<sup>rd</sup> Party Residential Testing/Inspection Form and Energy Compliance Letters may be submitted by mail, or e-mail to:

Development Services  
Customer Service  
1901 South Alamo  
San Antonio, Texas, 78204  
E-mail: [callcenter@sanantonio.gov](mailto:callcenter@sanantonio.gov)

Should you have any questions on this process, please contact the Development Services Manager at (210) 207-0148 or the Building Inspections Supervisor at (210) 207-8314.

**Summary:**

This Information Bulletin is for informational purposes only.

**Prepared by:** Sylvia Cortez, Building Inspections Supervisor

**Reviewed by:** Patrick Poloskey, CBO, Development Services Manager

**Authorized by:** Michael Shannon, PE, CBO, Assistant Director



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### APPROVED 3<sup>rd</sup> PARTY RESIDENTIAL ENERGY COMPLIANCE LETTER (2015)

Project Street Address: \_\_\_\_\_

Owner/Builder \_\_\_\_\_

Building Permit Number: \_\_\_\_\_

2015 IECC Compliance Path: (Check One)

<input type="checkbox"/> Prescriptive Path R401 through R404 Required: <ul style="list-style-type: none"><li>▪ Building Envelope Air Leakage Test</li><li>▪ HVAC Duct Leakage Test</li><li>▪ Insulation materials, R-Value, and Continuous Air Barrier as installed</li><li>▪ Fenestration U-Factors, Solar Heat Gain Coefficients as installed</li><li>▪ Mechanical System</li><li>▪ Plumbing System</li></ul>	<input type="checkbox"/> Simulated Performance R405 Required: <ul style="list-style-type: none"><li>▪ Performance Path Compliance Report (Report shall include items in R405.4.2.2)</li><li>▪ Building Envelope Air Leakage Test</li><li>▪ HVAC Duct Leakage Test</li><li>▪ Mechanical System</li></ul>	<input type="checkbox"/> Energy Rating Index R406 Required: <ul style="list-style-type: none"><li>• ERI Report – As Built</li></ul>
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*Under the Simulated Performance Path or the Energy Rating Index Alternative,*

**Submit the Performance Path Compliance Report or the ERI Report as appropriate.**

TESTS/ INSPECTIONS/COMPLIANCE LETTERS: (Check the type of test performed/being certified and the appropriate testing or inspection option chosen)

☐ **Duct and HVAC Air Leakage Tests** Test/Inspection Date: \_\_\_\_\_

By entering AP# & Date above, I certify that the rough-in construction duct test results for air leakage meet the requirement of Section 403.3.3 of the 2015 IECC. I have attached the test results.

☐ **Building Envelope Air Leakage Tests** Test/Inspection Date: \_\_\_\_\_

By entering AP# & Date above, I certify that the building envelope has been tested per ASTM E 779 or ASTM E 1827 and the air leakage does not exceed five air changes per hour per Section R402.4.1.2 of the 2015 IECC. I have attached the test results.

Energy Compliance Letters (if certified by the 3<sup>rd</sup> party inspector)

☐ **Insulation Materials, R-Value, and Continuous Air Barrier as installed**

☐ **Fenestration U-Factors, Solar Heat Gain Coefficients as installed**

☐ **Mechanical System Insulation, Equipment Size and Efficiencies, and Mechanical Whole Home Ventilation details as installed**

☐ **Plumbing System Hot Water Piping Insulation and Controls for Hot Water Loop Systems (if applicable) as installed**

**CERTIFICATION STATEMENT:**

*At the time of this test/inspection, all items checked and noted above were tested and/or inspected in accordance with Information Bulletin #167, the requirements of the Residential energy efficiency section of the 2015 International Energy Conservation Code, and were found to be in conformance with the energy model as designed and approved by the City of San Antonio.*

Date:	Phone:	Certification Number or Accredited Rating Provider:
Certifying Company Name:		Certifying Company Address:
Certifying Name (print or type):		Certifying Name (Signature):
Email to <a href="mailto:callcenter@sanantonio.gov">callcenter@sanantonio.gov</a>		

## Energy Compliance Letter(s)

A letter (or up to four letters) from the 3<sup>rd</sup> Party Inspector, Home Builder, or installers of a specific system shall be provided for the following four (4) energy related items, prior to obtaining a Certificate of Occupancy:

1. Insulation materials, R-Value, and Continuous Air Barrier as installed
2. Fenestration U-Factors, Solar Heat Gain Coefficients as installed
3. Mechanical System Insulation, Equipment Size and Efficiencies, and Mechanical Whole Home Ventilation details as installed
4. Plumbing System Hot Water Piping Insulation and Controls for Hot Water Loop Systems (if applicable) as installed

The letter(s) must be provided with the following information:

- a. The letter or letters shall be provided on company letter head.
- b. Contain the date of completed installation of the system or systems
- c. Include Project Address
- d. Include the Project Permit Number(s) (Building, Mechanical and Plumbing as appropriate)
- e. Include the items as appropriate for the particular letter addressing the item 1-4 above. The letter must list the items and provide specific value of each item/assembly/equipment as indicated in more detail below
- f. The letter must attest and state the following. "The (Items 1-4 below) as installed with this project is/are consistent with the approved plans and the energy model as designed.

The following is for information purposes - only to clarify what is being certified in each of the 4 letters. The certification statement included with the letter provides indication to the City that the specific information below is installed according to the energy compliant design as submitted to the City of San Antonio.

The specific information below does NOT need to be turned in with the Energy Compliance Letter.

1. Type of insulation materials and R-Values as installed. Details of Continuous Air as installed

### Insulation: Provide Type installed, Thickness and R-Value(s)

Ceiling:	Wood Frame Wall:	Mass Wall:	Floor framing Cavity:
Basement Walls	Slab on Grade Floors	Crawl Space Walls	

### Continuous Air Barrier

Indicate that the Continuous Air Barrier was installed as per Table RE402.4.1.1, Provide any details as needed.

2. Fenestration (vertical and horizontal) U-Factors, SHGC, and VT as installed.

### Fenestration Maximum U-Factor and Maximum Solar Heat Gain Coefficient

Fenestration U-Factor	Skylight U-Factor	Glazed Fenestration SHGC:
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3. Mechanical Systems ducts and plenum insulation and R-Value as installed as well as mechanical equipment efficiencies as installed. Information regarding the whole house mechanical ventilation as installed shall be submitted with details as indicated below:

**Mechanical Heating and Cooling Equipment:**

Size Installed: Attach additional information for more than one unit/equipment	SEER Value (or other DOE minimum efficiencies):
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**Mechanical Duct Insulation**

Type of Duct Insulation	R-Value
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**Whole House Mechanical Ventilation:**

Type of Ventilation System Installed: (circle one)	Supply	Exhaust	Balanced
Total CFM of system:		Exhaust CFM (if applicable)	
Type of Ventilation Controls (circle one)	Continuous	Intermittent If intermittent, run Percentage time:	
Type of Damper installed:		Gravity	Automatic
Efficiency of Installed Fans (provide additional list for more than one fan)			

4. Plumbing Hot Water Service type of insulation and R-Values as installed as well as Plumbing Hot Water Service Equipment Efficiencies as installed

**Plumbing Insulation**

Type of Hot Water Piping Insulation	R-Value
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**Hot Water Systems**

Recirculation System Provided? Yes No	If yes, provide description of controls as installed
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The Energy Compliance Letter(s) may be e-mailed to [callcenter@sanantonio.gov](mailto:callcenter@sanantonio.gov)

**\*\*\*PLEASE NOTE THIS FORM IS ONLY TO BE SUBMITTED FOR PROJECTS  
COVERED UNDER THE 2009 IECC\*\*\***



**APPROVED 3<sup>rd</sup> PARTY RESIDENTIAL TESTING/INSPECTION FORM  
Air Leakage of the Building Envelope, Insulation and Duct Testing**

Project Street Address: \_\_\_\_\_

Owner/Builder \_\_\_\_\_

Subdivision \_\_\_\_\_ Lot #: \_\_\_\_\_ Master Plan # (if applicable): \_\_\_\_\_

TESTS/ INSPECTIONS: (Check the type of test performed/being certified and the appropriate testing or inspection option chosen) You may cross through the test or inspection not performed.

**Check “A” and/or “B” below (all information below the box checked is required):**

<b><u>[ ] A. DUCT AND HVAC AIR LEAKAGE TEST:</u></b>	<b><u>[ ] B. INSULATION/AIR BARRIER:</u></b>
Mechanical Permit # _____	Building Permit # _____
Test Date: _____	Test/Inspection Date: _____
By checking “A” above, I certify that the rough-in construction duct test results for air leakage meet the requirement of Section 403.2.2.2 of the 2009 IECC.	By checking “B” above, I certify that the insulation installed meets the requirements of Table 402.1 of the 2009 IECC. I further certify that the insulation meets that as submitted in the energy compliance report submitted at the time of the application for the permit. In addition, I have identified the option used for compliance verification as follows (check one of the boxes, below): <input type="checkbox"/> By so checking, I certify that the blower door test results meet Section 402.4.2.1 of the 2009 IECC. I have attached the test results. <input type="checkbox"/> By so checking, I certify that the visual inspection results meet Section 402.4.2.2 and Table 402.4.2 of the 2009 IECC.

**CERTIFICATION STATEMENT:**

*At the time of this test/inspection, all items noted above were tested and/or inspected in accordance with Information Bulletin #167 (dated February 23, 2012), the requirements of Chapter 4 Residential Energy Efficiency of the 2009 International Energy Conservation Code, and were found to be in conformance with the City of San Antonio approved building plans and the City of San Antonio building code.*

Certifying Name (print or type): _____	Certification Number or Accredited Rating Provider: _____
Signature: _____	Certifying Company Name: _____
Date: _____	Certifying Company Address & Phone: _____